

Voucher Examiner (PSU) (T)

Voucher Examiner (PSU)

Physician

Chauffeur

Refrigeration and Air Conditioning Mechanic

Administrative Clerk (T)

Administrative Clerk

Public Health Specialist (NCD)

A.I.D. Project Management Specialist (Malaria)

A.I.D. Project Management Specialist (Malaria)

Financial Analyst (T)

Financial Analyst

Administrative Assistant (T)

Administrative Assistant

Regional Program Development Specialist (Environment) (T)

Regional Program Development Specialist (Environment)

FSN# 2012/04 (T)
Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7 (Trainee)

OPENING DATE: June 22, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): USD 39,994 per annum (minimum starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): THB 480,033 per annum (minimum starting salary)
(Position Grade: FSN-7)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Two years post secondary study at college or university (high vocational school or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered).

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

** Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/04

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-8; FP-6

OPENING DATE: June 22, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): USD 44,737 per annum (minimum starting salary)
(Position Grade: FP-6 to be confirmed by Washington)

Ordinarily Resident (OR): THB 574,907 per annum (minimum starting salary)
(Position Grade: FSN-8)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Two years post secondary study at college or university (high vocational school or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/20

Physician

OPEN TO: All Interested Candidates

POSITION: Physician, FSN-12; FP-3

OPENING DATE: April 12, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-3

Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Physician in its Regional Medical Services Office (RMO) located GPF Building, Wireless Road, Lumpini, Pathumwan, Bangkok.

BASIC FUNCTION OF POSITION:

Provides outpatient primary care medical services at the Embassy Medical Unit to patients covered under the Department of State Medical Program with special emphasis on pediatric care. During the absence of the both Regional Medical Officer and the Foreign Service Health Practitioner, this physician will provide medical supervision of the Medical Unit staff and be available for after hours medical consultations and referrals.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Must hold a current medical license in a U.S. state or other country;
- (2) Must have current American board certification in Pediatrics with or without subspecialty;
- (3) Five years of post-residency clinical experience in their primary care specialty with at least 50% of the physician's time involved in direct patient care during the five years, including time spent in a private American pediatrics practice;
- (4) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (5) Must be experienced with all aspects of pediatric care, including immunization practices.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/63

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: June 15, 2012

CLOSING DATE: June 28, 2012

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its **General Services Office/Motor Pool (GSO/MT)**, located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Drive motor pool sedans, station wagons, vans, trucks and/or buses used in transporting personnel, supplies and equipment for the Embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

***NOTES:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.*

- (1) Completion of Secondary School (Mathayom 6);
- (2) Two-year experience as a professional chauffeur;
- (3) Level II (limited knowledge) speaking/reading/writing Thai and English (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered);
- (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities;
- (5) Able to drive and possess a valid Thai driver's license;
- (6) Possess basic automotive mechanical skill.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330

E-mail: bkkrecruitment@state.gov

Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID THAI DRIVER'S LICENSE.

** Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

CLOSING DATE FOR THE POSITION: June 28, 2012

FSN# 2012/64

Refrigeration and Air Conditioning Mechanic

OPEN TO: All Interested Candidates

POSITION: Refrigeration and Air Conditioning Mechanic, FSN-5; FP-9

OPENING DATE: June 15, 2012

CLOSING DATE: June 28, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic in its Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Perform full journeyman level in refrigeration and air conditioning trade. Perform duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Completion of high vocational school or equivalent;
- (2) Two-year experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered);
- (4) Ability to operate various hand tools, power equipment, instruments and computer;
- (5) Ability to drive and possess a valid Thai's driver license.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

PLEASE ATTACH A COPY OF TRANSCRIPT AND A VALID THAI DRIVER'S LICENSE.

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CLOSING DATE FOR THE POSITION: June 28, 2012

FSN# 2012/65 (T)
Administrative Clerk

OPEN TO: All Interested Candidates

POSITION: Administrative Clerk, FSN-4; FP-AA, Trainee

OPENING DATE: June 15, 2012

CLOSING DATE: June 28, 2012

WORK HOURS: Full-time; 44 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Clerk in its Area Telecommunications Office, Asia (ATO/Asia), located at Rajdamri Compound.

BASIC FUNCTION OF POSITION:

The job holder is responsible for handling multiple tasking in areas of warehousing, inventory management, procuring, expediting, chauffeuring, as well as serving as an Administrative Assistant in the Area Telecommunications Office (ATO/ASIA). The incumbent will be involved in stock pulls, nomenclature, use of inventory management database, warehouse replenishment procurements, shipping/receiving of stock, use of forklift/warehouse equipment, local procurements and transportation of ATO/ASIA personnel to/from the airport or pouches/personnel to/from Rajdamri and the NOB Embassy. Must be available to be called upon 24 hours a day, 7 days a week, and be willing to work long hours.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent);
- (2) One year experiences as a warehouseman clerk/administrative clerk or supply operations of which as a local procurement;
- (3) Level III (Good working knowledge) speaking/reading/writing English and Thai (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);

- (4) Must be able to drive and possess a valid Thai driver's license;
- (5) Ability to use Microsoft Word, Excel and internet.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

PLEASE ATTACH A COPY OF TRANSCRIPT.

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CLOSING DATE FOR THE POSITION: JUNE 28, 2012

FSN# 2012/65

Administrative Clerk

OPEN TO: All Interested Candidates

POSITION: Administrative Clerk, FSN-5; FP-9

OPENING DATE: June 15, 2012

CLOSING DATE: June 28, 2012

WORK HOURS: Full-time; 44 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Clerk in its Area Telecommunications Office, Asia (ATO/Asia), located at Rajdamri Compound.

BASIC FUNCTION OF POSITION:

The job holder is responsible for handling multiple tasking in areas of warehousing, inventory management, procuring, expediting, chauffeuring, as well as serving as an Administrative Assistant in the Area Telecommunications Office (ATO/ASIA). The incumbent will be involved in stock pulls, nomenclature, use of inventory management database, warehouse replenishment procurements, shipping/receiving of stock, use of forklift/warehouse equipment, local procurements and transportation of ATO/ASIA personnel to/from the airport or pouches/personnel to/from Rajdamri and the NOB Embassy. Must be available to be called upon 24 hours a day, 7 days a week, and be willing to work long hours.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent);
- (2) Two years' experiences as a warehouseman clerk/administrative clerk or supply operations of which as a local procurement;
- (3) Level III (Good working knowledge) speaking/reading/writing English and Thai (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);

- (4) Must be able to drive and possess a valid Thai driver's license;
- (5) Ability to use Microsoft Word, Excel and internet.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: JUNE 28, 2012

FSN# 2012/67

Public Health Specialist (NCD)

OPEN TO: All Interested Candidates

POSITION: Public Health Specialist, FSN-10; FP-5 (Step 5 thru 14)

OPENING DATE: June 22, 2012

CLOSING DATE: July 5, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Public Health Specialist (NCD) in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Provide technical assistance and oversight to CDC collaborations with Ministry of Public Health (MOPH) and other host country entities in the implementation and expansion of Non-Communicable Disease (NCD) surveillance projects, epidemiologic studies and other NCD prevention and health promotion activities in Thailand. Serve as the activity manager (COTR) for all NCD cooperative agreement and coordinate funding, reporting and administration to assure projects are conducted and USG funds are appropriately utilized.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Master degree in Public Health, Epidemiology, Biostatistics or related public health field;
- (2) Three years of mid to senior level public health experience in developing, implementing and evaluating public health programs that involve coordination with an international agency or implementing partner;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have a detailed and broad knowledge of the host country operational environment;

(5) Must have a computer skills and ability to use office software packages, including word processing, statistical packages and spreadsheets.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: July 5, 2012

FSN# 2012/01 (T)

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-11 (Trainee)

OPENING DATE: March 16, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of nine (9) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;
- (5) Must have practical knowledge of health services and the international/national/local infectious diseases response;

(6) Able to plan, develop, manage and evaluate important and complex programs.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/01

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-12

OPENING DATE: March 16, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of ten (10) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;
- (5) Must have practical knowledge of health services and the international/national/local infectious diseases response;

(6) Able to plan, develop, manage and evaluate important and complex programs.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/44 (T)
Financial Analyst

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Financial Analyst, FSN-9 (Trainee)

OPENING DATE: June 1, 2012

CLOSING DATE: June 28, 2012

(This is an extension of announcement of VA#2011/143 from January 12, 2012. Applications previously received will also be considered.)

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Financial Analyst in the U.S. Agency for International Development (USAID)/Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the financial management expert and the Regional Controller's representative to Technical Teams for the regional and bilateral programs in Regional Development Mission for Asia (RDMA), Vietnam, and East Timor. The Financial Analyst also analyzes the institutional financial management, internal control, and audit capabilities of host country government ministries and local Non-Governmental Organizations (NGOs). The Financial Analyst periodically travels to project sites to provide assistance. RDMA and client post have an operational year budget of approximately \$200 million.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Accounting with a Certified Public Accountant (CPA);
- (2) At least four years of progressively responsible experience in auditing or accounting;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting, and reporting.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: June 28, 2012

FSN# 2012/44
Financial Analyst

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Financial Analyst, FSN-10

OPENING DATE: June 1, 2012

CLOSING DATE: June 28, 2012

(This is an extension of announcement of VA#2011/143 from January 12, 2012. Applications previously received will also be considered.)

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Financial Analyst in the U.S. Agency for International Development (USAID)/Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the financial management expert and the Regional Controller's representative to Technical Teams for the regional and bilateral programs in Regional Development Mission for Asia (RDMA), Vietnam, and East Timor. The Financial Analyst also analyzes the institutional financial management, internal control, and audit capabilities of host country government ministries and local Non-Governmental Organizations (NGOs). The Financial Analyst periodically travels to project sites to provide assistance. RDMA and client post have an operational year budget of approximately \$200 million.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Accounting with a Certified Public Accountant (CPA);
- (2) At least five years of progressively responsible experience in auditing or accounting;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting, and reporting.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: June 28, 2012

FSN# 2012/58 (T)
Administrative Assistant

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Administrative Assistant, FSN-6

OPENING DATE: June 1, 2012

CLOSING DATE: June 28, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in the U.S. Agency for International Development (USAID)/Office of Financial Management (OFM) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent provides administrative assistance on a broad variety of operational and information supports to the Regional Controller as well as the OFM staff. In addition, s/he serves as the Payroll and Time & Attendance coordinator for RDM and its client missions as well as the first point of contact for all related to OFM operations including funding and clearance services.

QUALIFICATIONS REQUIRED:

***NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- (1) Bachelor's degree in Business, Public Administration, Financial, Accounting, Economics, Arts or Social Science;
- (2) A minimum of two years of specific and progressively responsible experience in the field of secretary/administrative management in multi-national company, and/or other international organization (s);
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must demonstrate proficiency in using computer program and typing various correspondence formats;
- (5) Must possess excellent communication and interpersonal skills.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

** Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

CLOSING DATE FOR THE POSITION: June 28, 2012

FSN# 2012/58

Administrative Assistant

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Administrative Assistant, FSN-7

OPENING DATE: June 1, 2012

CLOSING DATE: June 28, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in the U.S. Agency for International Development (USAID)/Office of Financial Management (OFM) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent provides administrative assistance on a broad variety of operational and information supports to the Regional Controller as well as the OFM staff. In addition, s/he serves as the Payroll and Time & Attendance coordinator for RDM and its client missions as well as the first point of contact for all related to OFM operations including funding and clearance services.

QUALIFICATIONS REQUIRED:

***NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- (1) Bachelor's degree in Business, Public Administration, Financial, Accounting, Economics, Arts or Social Science;
- (2) A minimum of three years of specific and progressively responsible experience in the field of secretary/administrative management in multi-national company, and/or other international organization (s);
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must demonstrate proficiency in using computer program and typing various correspondence formats;
- (5) Must possess excellent communication and interpersonal skills.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: June 28, 2012

FSN# 2012/62 (T)

Regional Program Development Specialist (Environment)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Regional Program Development Specialist (Environment), FSN-10 (Trainee)

OPENING DATE: June 8, 2012

CLOSING DATE: June 28, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Regional Program Development Specialist (Environment) in the U.S. Agency for International Development/Regional Environment Office (REO), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Responsible for planning, developing, managing, monitoring, and reporting USAID programs that promote regional cooperation and address challenges across Asia in global climate change and other environmental areas. Advise on effective approaches to strengthen human capacity, policies, and institutions for improved environmental performance. Coordinate programs with a wide range of internal and external actors and partners to ensure smooth program implementation and amplify development outcomes.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Environment Science, Natural Resources Management, Environment Management, Economics, Public Administration;
- (2) At least four years of professional and progressively more responsible project experience in the Environmental field, with at least three years or more of this experience with and U.S. Government agency or other international donor organization;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must possess a comprehensive knowledge of the concepts, principles, techniques and practices of sustainable development and strategies most effective in environment aspects of public policy and governance;
- (5) Knowledge and understanding of the priority environmental challenges facing Asia;
- (6) Must possess excellent communication skills, strong presentation skills, and the ability to persuade and mobilize stakeholders to support efforts that improve environmental conditions, institutions and policies.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

** Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

CLOSING DATE FOR THE POSITION: June 28, 2012

FSN# 2012/62

Regional Program Development Specialist (Environment)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Regional Program Development Specialist (Environment), FSN-11

OPENING DATE: June 8, 2012

CLOSING DATE: June 28, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Regional Program Development Specialist (Environment) in the U.S. Agency for International Development/Regional Environment Office (REO), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Responsible for planning, developing, managing, monitoring, and reporting USAID programs that promote regional cooperation and address challenges across Asia in global climate change and other environmental areas. Advise on effective approaches to strengthen human capacity, policies, and institutions for improved environmental performance. Coordinate programs with a wide range of internal and external actors and partners to ensure smooth program implementation and amplify development outcomes.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Environment Science, Natural Resources Management, Environment Management, Economics, Public Administration;
- (2) At least five years of professional and progressively more responsible project experience in the Environmental field, with at least three years or more of this experience with and U.S. Government agency or other international donor organization;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must possess a comprehensive knowledge of the concepts, principles, techniques and practices of sustainable development and strategies most effective in environment aspects of public policy and governance;
- (5) Knowledge and understanding of the priority environmental challenges facing Asia;
- (6) Must possess excellent communication skills, strong presentation skills, and the ability to persuade and mobilize stakeholders to support efforts that improve environmental conditions, institutions and policies.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

** Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

CLOSING DATE FOR THE POSITION: June 28, 2012
